

DIRECTORATE  
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INDIANA ST.

# DOC NEWSLETTER FORT CAMPBELL, KY

FEBRUARY 2005

## INSIDE THIS ISSUE

Partnering	2
Contingency News	2
SBA Matchmaking	2
LFC	2
ICE	2

## CALENDAR OF EVENTS

- GSA VENDOR'S FAIR  
1 MARCH 2005,  
9 AM—2 PM  
COLE PARK COMMONS  
POC JERRY KEITH  
798-2800
- CREDIT CARD CLASS  
23 MARCH 2005  
EDUCATION CENTER  
POC MAE CRUZ  
798-7333
- SBA MATCHMAKING EVENT  
23 AND 24 MARCH 2005  
NASHVILLE, TN  
POC SUSAN CARROLL  
798-7813

## AQUILINE PR/W EB REMINDERS

\*Remember to only add Microsoft Word Documents as attachments. When adding an attachment, be sure to put the .doc extension in the Filename Box, or we will not be able to open it in our system.



\*Remember to attach any CAPRs or AKM waivers prior to submitting to DOC. Please contact Laura Haley, 798-3884, for additional information on CAPRs, or Jerry Griffen, 956-1731, for additional information on AKM waivers.

\*Remember when adding comments or extended descriptions, do not put in extra spaces or hard returns. Just keep typing and let the text word wrap.

\*Remember that all Line Items must have a Ship to Address. Be sure to also add your Name and Phone No. as POC in the Additional Markings field of the Shipping Tab.

Please contact Patty Shaffer, at DOC, 798-7805, if you have any questions.

## GSA VENDOR FAIR

A GSA Vendor Fair is planned for Tuesday, March 1, from 9 a.m. to 2 p.m., at the Cole Park Commons. This is an opportunity to meet vendors who provide supplies, equipment, and maintenance. For complete details or registration, please contact Jerry Keith, GSA, at 270-798-2800, or e-mail [jerry.keith@gsa.gov](mailto:jerry.keith@gsa.gov). Sponsors of this event are GSA and MWR.

## TIME OF SERVICE AWARD

Ms. Leslie Carroll was recently recognized by our Garrison Commander, COL Ruggley, for 30 years of Civilian Service. Approximately 25 years of this time has been at Fort Campbell! Congratulations, Leslie!



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## FAREWELL & WELCOME

### CONGRATULATIONS AND FAREWELL TO

MR. JOSE CRUZ. The DOC family sadly says goodbye to Jose who was selected as a GS-11, Contract Specialist, with the Corps of Engineers at Jacksonville, FL. Jose's professionalism will be greatly missed! We wish you the best.

WELCOME TO HARRY GALINDEZ. DOC welcomes Harry Galindez to the Garrison & Tenant Division, as a GS-06, Procurement Technician. Harry is familiar to our office. He served with our Contingency Contracting Team prior to his retirement from the U.S. Army.

## PARTNERING WITH SAFETY

The Directorate of Contracting recently "partnered" with the Installation Safety Office to emphasize safety of personnel and to present a greater awareness of OSHA requirements, particularly in our contracted efforts. The Safety Office has designated representatives to partner with the DOC. As acquisitions are identified, safety involvement will be included as part of the requirement definition. Safety representatives will join us in "up-front" teaming of work for Directorate of Public Works (DPW) and the Directorate of Information Management (DOIM). DPW will invite Safety representatives to attend the "pre-final" acceptance phase of a project. Contracting Officer's Representatives (CORs) will also be provided a checklist for identification of critical safety issues. Contractors will be reminded to focus on their OSHA responsibilities.



## CONTINGENCY CONTRACTING

The Contingency Contracting Office is conducting "Train the Trainer Classes" for Contingency Contracting Officers and BCT/Units Logistics personnel to include BDE and BN S-4s OICs and NCOICs. Purpose of this training is two fold: to ensure that contingency contracting personnel are trained concerning internal division policies, and to provide our customers with a better understanding of contracting processes and tools. Training classes address Contracting Officer Representatives; Preparation of Receiving Reports; Procurement Desktop (PD2); Purchase Requests/Acquisition/Item Manager; Color of Money; Government Purchase Cards; Commander's Emergency Response Program (CERP); Contract File Close-out; Statements of Work; Contracting Checklists; and General Services Administration (GSA).

For additional information on classes, please contact MAJ David Hosna, 956-1971.

## SBA MATCHMAKING

Susan Carroll, Small Business Specialist, will be participating in a Small Business Administration Matchmaking Event. Business Matchmaking, a partnership between the U.S. Small Business Administration and Hewlett Packard, is hosting its Southern Regional event in Nashville, Tennessee, March 23-24, 2005. The event combines education, training, and face-to-face meetings between small businesses and procurement representatives from government agencies and major corporations. Details on business eligibility requirements may be found at the Business Matchmaking website or by contacting your local SBA office.

[www.BusinessMatchmaking.com](http://www.BusinessMatchmaking.com)

## LEADERSHIP FORT CAMPBELL

Three individuals from the Directorate of Contracting, Fort Campbell, KY, have participated in "Leadership Fort Campbell (LFC)" Classes. Two individuals have recently completed training and another is currently enrolled in class. Individuals are competitively selected from applicants throughout the Installation.

Ms. Julie Griffey from our Directorate writes the following about her experience in "Leadership Fort Campbell":

"I was accepted in the Second "Leadership Fort Campbell (LFC)" Class of 2003-2004. Due to the increasing number of employees eligible for retirement within the next five years, it was recognized that Fort Campbell could benefit from a program to provide training for future leaders.

This program taught leadership skills and provided insight to the installation's business operations. Emphasis was placed on how organizations interact with each other to accomplish our overall mission to support the soldier. Directors explained the purpose of their organizations. These presentations gave me a better understanding of our individual roles and how vital it is for all business centers to work together to accomplish our mission.

Each month we visited various Directorates to witness first-hand their business practices, and we learned the history of Fort Campbell and the 101st Airborne Division. My favorite class was "A Day With a Soldier". We were given the opportunity to eat lunch with the soldiers in a dining facility, rappel at the Air Assault School, and talk on a more personal level with the soldiers. This was a priceless professional lesson—it places a clear perspective on my job...I was talking one-on-one with those I support.

I am grateful to be given such an opportunity. This would be a beneficial program for any installation."

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**ICE: TELL US HOW WE ARE DOING. PLEASE TAKE  
OUR CUSTOMER SURVEY BY ACCESSING ICE AT OUR  
WEBPAGE: <http://doc.campbell.army.mil>**

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**For Input to the DOC Newsletter, please contact**

**Susan Carroll, 270-798-7813, or**

**E-mail at [susan.carroll@campbell.army.mil](mailto:susan.carroll@campbell.army.mil)**

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